

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**

KAFB INSTRUCTION 40-101

6 JUNE 1997

Medical Command

HEALTH PROMOTION PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 377 AMDS/SGPZ
(Capt Carole S. Robbins)
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(See Summary of Revisions)

Certified by: 377 AMDS/CC
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This instruction implements Air Force Policy Directive 40-1, *Health Promotion*. It establishes guidelines and responsibilities for the base-wide Health Promotion Program. Health promotion addresses the well-being needs of the whole person, and the program's goal is to encourage healthy lifestyles throughout the base community. It applies to all base personnel: active duty, Department of Defense (DoD) civilians, and military beneficiaries.

SUMMARY OF REVISIONS

This instruction has been totally revised.

1. References .

- 1.1. AFRD 40-1, Health Promotion
- 1.2. AFI 40-101, Health Promotion Programs

2. Scope . The Health Promotion Program (HPP) consists of the following basic elements and will be available in accordance with Air Force and major command (MAJCOM) guidance. The offices of primary responsibility (OPRs) are indicated.

- 2.1. Tobacco Prevention and Cessation. OPR: 377th Aerospace Medicine Squadron Health and Wellness Center (377 AMDS/SGPZ).
- 2.2. Total Fitness Enhancement. OPR: 377 AMDS/SGPZ.
- 2.3. Nutrition Education. OPR: 377th Aerospace Medicine Squadron Nutritional Medicine

(377 AMDS/SGPZ).

2.4. Stress Management. OPR: 377th Medical Operations Squadron Mental Health (377 MDOS/SGOMH).

2.5. Alcohol and Substance Abuse Prevention. OPR: 377 AMDS/SGPZ.

2.6. Cardiovascular, Cancer and Other Prevention Efforts. OPR: 377 AMDS/SGPZ.

2.7. Prevention-Based Demand Management Programs. OPR: 377 AMDS/SGPZ.

3. Responsibilities . In order for the HPP to be effective there must be cooperation between base services which impact on the well-being of the base community. The principle forum for coordination of the HPP is the Health Promotion Working Group (HPWG).

3.1. Installation Commander.

3.1.1. Provides leadership, guidance and instructions for the implementation of an integrated and comprehensive HPP.

3.1.2. Assigns, through the 377th Medical Group commander and 377th Aerospace Medicine Squadron commander, a qualified medical service officer (or civilian grade equivalent) to be the installation HPM.

3.1.3. Appoints in writing line and medical personnel as members of a dynamic, proactive, multi-disciplinary HPWG.

3.1.4. Chairs or designates chairperson for the installation HPWG.

3.1.5. Ensures sufficient resources are allocated to support a successful HPP.

3.1.6. Reviews and forwards metric data to MAJCOM Health Promotion Office.

3.2. Medical Treatment Facility (MTF) Commander.

3.2.1. Integrates the HPP into the health care delivery system.

3.2.2. Furnishes medical guidance and expertise to the HPP through the 377th Aerospace Medicine Squadron.

3.2.3. Ensures the authorization of adequate resources for the HPP.

3.2.4. Supports the health promotion director (HPD) in all health promotion initiatives.

3.3. Installation HPD.

3.3.1. Receives the professional development necessary to provide a professionally sound and qualitative installation HPP.

3.3.2. Serves as assistant chairperson of the installation HPWG.

3.3.3. Provides guidance and training for members of the HPWG.

3.3.4. Manages, plans and conducts the installation HPP.

3.3.5. Manages the installation Health and Wellness Center.

3.3.6. Develops a budget to support a successful, high-quality program.

- 3.3.7. Establishes installation process and outcome objectives in cooperation with the HPWG consistent with MAJCOM goals, addressing the specific needs of the installation and compliments of the DoD “Top 45 Objectives.”
- 3.3.8. Reviews and forwards metrics data as defined in AFPD 40-1.
- 3.3.9. Develops local HPP instructions as needed.
- 3.3.10. Establishes and maintains liaison with supporting installation and medical personnel, and other health agencies to ensure an integrated disease prevention and health promotion program.
- 3.3.11. Establishes partnership with the medical managed care team.
- 3.4. Services Squadron Commander (377 SVS/CC).
 - 3.4.1. Functions as a liaison for the physical fitness and nutrition component of the HPP.
 - 3.4.2. Ensures fitness personnel are trained to provide physical fitness education to members on the installation.
 - 3.4.3. Ensures that food facilities comply with the Check It Out checklist. Check It Out is the Air Force-wide nutrition education program in installation Air Force operated food facilities. It provides individuals with the knowledge and skill to identify, select and prepare healthier food options.
 - 3.4.4. Works closely with the HPD to ensure effective Check It Out and other nutrition programs.
- 3.5. Aerospace Medicine Squadron Commander (377 AMDS/CC).
 - 3.5.1. Oversees the installation HPP.
 - 3.5.2. Appoints a physician as the medical advisor to the HPWG.
 - 3.5.3. Ensures programming, planning, and budgeting to support the professional development of the HPD and the health promotions superintendent optimizing the focus on disease prevention and health promotion (e.g., epidemiological courses, graduate courses in health promotion, fitness, nutrition, or certification recognized by the American College of Sports Medicine).
- 3.6. Commanders and Supervisors at All Levels.
 - 3.6.1. Encourage healthy lifestyle practices.
 - 3.6.2. Permit sufficient time as mission needs allow for personnel to participate in activities that promote healthy lifestyles.

4. Policies and Procedures.

- 4.1. The HPD provides a quarterly report to the MAJCOM Health Promotions Office in accordance with AFI 40-101 Air Force Materiel Command (AFMC) Supplement.
- 4.2. The HPWG will meet at least quarterly. Individual key working groups may meet as needed. It is expected that members who are absent will send an alternate.

4.3. The entire program is based on a positive attitude toward the health and well-being of each active duty individual, their beneficiaries and Civil Service individuals employed at Kirtland Air Force Base.

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